DESIGN 1 STUDIO

Where is my permit?

Use one block per open item. Copy the reviewer's wording and record who owes the next action.

Project _____ **Last updated** _____

Agency or reviewer _____ **Application or record no.** _____

What was submitted / date | **Status** | **Who has it now** | **Follow-up date**

Open item | **Next action** | **Required by / expires**

Waiting on which approval or action? | **Notes / latest written confirmation**

Agency or reviewer _____ **Application or record no.** _____

What was submitted / date | **Status** | **Who has it now** | **Follow-up date**

Open item | **Next action** | **Required by / expires**

Waiting on which approval or action? | **Notes / latest written confirmation**

Agency or reviewer _____ **Application or record no.** _____

What was submitted / date | **Status** | **Who has it now** | **Follow-up date**

Open item | **Next action** | **Required by / expires**

Waiting on which approval or action? | **Notes / latest written confirmation**

If an agency needs a fee, signature or revised sheet, name the person handling it and set a follow-up date.

For help taking over plans already in plan check, call Design 1 Studio.